SETTING UP PAY TYPE CODES (PR-ADM-4)

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VERSION (2.0)

TABLE OF CONTENTS

SETTING UP PAY TYPE CODES

OVERVIEW

This document provides instructions for adding new Pay Type Codes. Pay Type Codes contains an entry for each type of pay that a district employee may receive (regular, overtime, sick pay, stipend, etc.). The Pay Type Code is linked to employees to create Employee Recurring Pay Records. A list of standard Pay Types is included as ***Appendix A***. Pay Type Codes must be established before employees can be added to the system and payrolls processed, since Pay Type Codes drive the Recurring Pay files and hence the payroll process itself.

NOTE: ***For information on adding W-2 Codes to Pay Type Codes, refer to the document titled Setting Up W-2's and 1099-R's.***

ADDING PAY TYPE CODES

To Add a Pay Type Code, Select:

B) PAYROLL & PERSONNEL

    A) Auxiliary Programs

        L) Pay Type Codes

The following screen is displayed:

```
Session     Edit     Commands     Settings     Help


                ─── PAY TYPE CODE FILE MAINTENANCE ───
Action:    Find  Next  Prev  Add  Del  Browse  Output  Update  Exit  ...
Query the current database table.

 Pay Type Code  [   ]        Short Desc    [          ]      Abbrev  [        ]
                             Long Desc     [                                  ]

 W2 Code         [ ]                    Include on Job Screen?      [ ]
 Category Code   [ ]                    Include on Rec Earn Screen  [ ]
 Object Code     [       ]              Add to Base Pay (Y/N)       [ ]
 Tax Method      [ ]                    Calculation Code            [   ]
 Start Date      [        ]
 End Date        [        ]             Rate/Amount          [       ]
                                        Use Longev/Exper Table #  [   ]
 Payroll:
   Factor (percentage)   [     ]        Default Org Code [        ]
   Auto subtract from Base     [ ]
   Include in FLSA/OT Hours?   [ ]      Billing Rate/Hr  [        ]
   Encumber Remaining Pay?     [ ]      Seasonal Wages?  [ ]
                                        Unit of Measure  [ ]
```

1. Select **Add** from the Ring Menu.

2. Fill in the following fields:

Field Name	*Description*
Pay Type Code	Unique code identifying the new Pay Type. See Appendix A for a list of standard Pay Types.
Short Desc	Short description of pay type.
Abbrev	Abbreviation used on reports. Defaults to first six characters of Short Desc.
Long Desc	Description that displays on help windows. Defaults to Short Desc.
W2 Code	Classifies this type of earnings for W2 reporting. See the document entitled Setting Up W-2's and 1099-R's.
Category Code	Groups pay types into different categories, including 1 Base pay, 2 Overtime, and 4 Additional compensation. These categories drive the Job/Salary calculations. Use F9 or <CTRL><W> for a complete list of codes.
Object Code	Optional default expense object. Use F9 or <CTRL><W> for a list of codes.
Tax Method	Determines whether Tax Table deductions for this pay will calculate the deduction amount via the Tax Table or the Supplemental Rate. Accept the default of Tax Table. (Supplemental flat rate usually applies to large bonuses or retroactive pay.)
Start Date	Accept default of 01/01/1900, unless this is a seasonal wage beginning on a certain date.
End Date	Accept default of 12/31/9999, unless this is a seasonal wage ending on a certain date.
Factor	Accept the default of 1.0, unless this is an overtime or other factored pay type.
Auto subtract from Base	Accept the default of No.
Include in FLSA/OT Hours?	Accept the default of No.
Season Wages?	Accept the default of No.
Include on Job Screen	Enter Yes, unless your district does not participate in Job Pay.
Include on Rec Earn Screen	Accept the default of Yes.

Field Name	Description
Add to Base Pay	Accept the default of No.
Rate/Amount	Accept the default of 0.00.
Unit of Measure	Select from the following: Days or Hours. Leave blank for salaried.

3. Press **ESC** to add the new Pay Type Code.

    The following screen is displayed:

```
Session   Edit    Commands    Settings    Help


                      ── PAY TYPE CODE FILE MAINTENANCE ──
Update:  ESC to UPDATE, CTRL-P to CANCEL
Print hourly (R)ate, (S)alary, or (N)either on check stub?
                  PAY TYPE:  1 (AFD)
Print Rate/Sal on Check [N] NEITHER      Print Hours on Check        [Y]
Cycles:         1   2   3   4   5
  Weekly       [Y] [Y] [Y] [Y] [Y]      Verify Avail Bal for Accrual  [N]
  Bi-Weekly    [Y] [Y] [Y]
  Semi-Monthly [Y] [Y]
                   Accrual Impact In Payroll Processing
                  Accrual          Impact
                     1  VACATION    [0]  NO IMPACT ON ACCRUALS EARNED O
                     2  SICK        [0]  NO IMPACT ON ACCRUALS EARNED O
                     3  PERSONAL    [0]  NO IMPACT ON ACCRUALS EARNED O
                     4  EMERGENCY   [0]  NO IMPACT ON ACCRUALS EARNED O
                     5  ADMINISTRA  [0]  NO IMPACT ON ACCRUALS EARNED O
                     6  BEREAVED    [0]  NO IMPACT ON ACCRUALS EARNED O
                     7  GOVT REQU   [0]  NO IMPACT ON ACCRUALS EARNED O
                     8  MATERNITY   [0]  NO IMPACT ON ACCRUALS EARNED O
                     9  MILITARY    [0]  NO IMPACT ON ACCRUALS EARNED O
```

4. Fill in the following fields:

Field Name	Description
Print Rate/Sal on Check	Print the hourly **R**ate, **S**alary, or **N**either on the check stub.
Print Hours on Check	Select whether to print the hours worked on the check stub.

5. Enter the appropriate cycles the pay type is applied during a month. The rest of the information on this screen is used only if accruals are tracked through payroll.

6. Press **ESC** to save the updates.

Appendix A

Standard Pay Type List

Pay Code	Short Description	Abbrev	Long Description	Object Code
100-149		**Certified Pay Types - No Federal Matching Retirement**		
100	CRT10NM	CRT10N	Certified 10 Month - No Match	0110
102	CRTEX10NM	CRTEX1	Extended Days 10 Month - No Ma	0111
103	CRTES10NM	CRTES1	Extra Service 10 Month - No Ma	0112
105	CRT12NM	CRT12N	Certified 12 Month - No Match	0110
106	CRTEX12NM	CRTEX1	Extended Days 12 Month - No Ma	0111
107	CRTES12NM	CRTES1	Extra Service 12 Month - No Ma	0112
120	CRTADDMN	CRTADD	Other Certified-No Ma	0113/0114/0115
121	CRTJULNM	CRTJUL	Certified July - No Match	0110
122	CRTEXJULNM	CRTEXJ	Extended Days July - No Match	0111
123	CRTESJULNM	CRTESJ	Extra Service July - No Match	0112
125	CRTAUGNM	CRTAUG	Certified August - No Match	0110
126	CRTEXAUGNM	CRTEXA	Extended Days August - No Matc	0111
127	CRTESAUGNM	CRTESA	Extra Service August - No Matc	0112
129	ADJUSTNM	CRTADJ	Adjustment Certified - No Matc	
130-149			Reserved for Certified Accrual Pay Types, No Match	0110, 0111, 0112
150-199		**Certified Pay Types - Federal Matching Retirement**		
150	CRT10FM	CR10F	Certified 10 Month - Fed Match	0110
151	CRTEX10FM	CRD10F	Extended Days 10 Month - Fed Ma	0111
152	CRTES10FM	CRS10F	Extra Service 10 Month - Fed Ma	0112
155	CRT12FM	CR12F	Certified 12 Month - Fed Match	0110
156	CRTEX12FM	CRD12F	Extended Days 12 Month - Fed Ma	0111
157	CRTES12FM	CRS12F	Extra Service 12 Month - Fed Ma	0112
170	CRTADDMF	CRADF	Other Certified-Fed Ma	0113/0114/0115
171	CRTJULFM	CRJUF	Certified July - Fed Match	0110
172	CRTEXJULFM	CRDJF	Extended Days July - Fed Match	0111
173	CRTESJULFM	CREJF	Extra Service July - Fed Match	0112
175	CRTAUGFM	CRAUGF	Certified August - Fed Match	0110
176	CRTEXAUGFM	CRDAUF	Extended Days August - Fed Matc	0111
177	CRTESAUGFM	CREAUF	Extra Service August - Fed Matc	0112
179	ADJUSTFM	CRADJF	Adjustment Certified - Fed Matc	
180-199			Reserved for Certified Accrual Pay Types, Fed Match	0110, 0111, 0112

Pay Code	Short Description	Abbrev	Long Description	Object Code
200-299 Classified Pay Types				
200	CLS10	CLS10	Classified 10 Month	0130
201	CLS11	CLS11	Classified 10 Month - License	0160
202	CLS13	CLS13	Classified 10 Month – Para Profess	0170
210	CLS12	CLS12	Classified 12 Month	0130
221	CLSJUL	CLSJUL	Classified - July	0130
222	CLSAUG	CLSAUG	Classified - August	0130
228	CLSOT	CLSOT	Classified - Overtime	0140
229	CLSADJ	CLSADJ	Adjustment - Classified	0130
270	CLSSADD	CLSSAD	Other Classified	0131
280-299			Reserved for Classified Accrual Pay Types, Fed Match	0130
300-350 Substitute Pay Types				
300	CERTSUBS	CERTSU	Certified Subs	0120
350	CLSSUBS	CLSSUB	Classified Subs	0150
Board Member Pay Type				
800	BOARD	BOARD	Board	0190